



SPECIAL EVENT PERMIT APPLICATION

Liberty Lake Days - July 27 & 28, 2012

Liberty Lake Recreation Services

22710 E. Country Vista Drive, Liberty Lake WA 99019

Phone: (509) 755-6726 Fax: (509) 755-6713

Website: www.libertylakewa.gov

The City of Liberty Lake Ordinance 142 requires any person conducting a Special Event upon Public Property to obtain a Special Event Permit from the City. If you have any questions about this process, or about the permit application, please call (509) 755-6726. All vendors and display booths for Liberty Lake Days must obtain a Special Event Permit from the City.

Sponsorship support is also needed again this year and would be greatly appreciated for prize / supply / activity donations and carnival game operations. Free carnival games and contests will again be part of the event, and participants will receive tickets to redeem for prizes at the prize booth. The City relies on the business community and service organizations to operate the carnival games for this popular family event which also provides great community exposure for you. In addition to donations, in order to help fund the event, a small booth fee will be required this year; however anyone choosing to provide a cash or gift card donation of \$50.00 or more will have their booth fee waived and will be listed as a sponsor for the event. The more donations we receive, the better the prizes and activities we will be able to provide. We thank you for any contribution you are able to make. A list of sponsors for Liberty Lake Days 2012 will be posted at the event and on the City website.

Vendors are welcome to sell retail products, food, non-alcoholic drinks, and/or services, or set up a display booth. Any item sold during the event must be listed on the Special Event Permit Application and approved by the City. Booth spaces will be at least 12ft x 12ft and will be filled on a first come, first serve basis. Booth location will be determined by the City based on the order Special Event Permit Applications are received and a pre-determined Liberty Lake Days event layout. Additional abutting booth space may be available on a case by case basis for an additional fee. One (1) power outlet may be available on a first come, first serve basis (Saturday Only). All selected vendors will receive a final layout map and specific event information, prior to the event. All booths will be permitted to have a small sign or banner in their area to advertise their business or service organization.

Please refer to the additional requirements for Friday and Saturday Booths below. You may register for a Friday Booth, a Saturday Booth, or both based on this application.

Friday Vendor / Display Booths will be required to:

- Set up their booths between 4:00pm and 6:00pm, before the car show and street dance begins. Vehicular access to booth areas will be limited between 6:00pm and 9:00pm.
- Leave their booths set up until after the car show and street dance ends at 9:00pm.
- Provide a trash receptacle if selling food or drink products.
- Provide their own tables, chairs, canopies, etc. Electricity is not available to vendor / display booths; however, if electricity is required for booth operation, a "quiet" generator can be utilized. Generators will be required to be located in a specific area so please bring at least a 50' extension cord to reach to your booth from your generator.

Compliance with applicable ordinances, taxes, and laws is the responsibility of the applicant.

- A Spokane Regional Health District permit may be required if food will be cooked or served
- A current City of Liberty Lake Business License is required for selling products/services at the event (including independent dealers/consultants).
 - Non Profit enterprises are exempt. Additionally, the casual sale of items of personal property where the Person conducting such sale is not regularly engaged in the business of selling items of personal property is also exempt.

Please Note: there is a limited number and type of vendor / display booths that will be allowed on Friday, July 27th. No booth shall be approved or permitted to sell goods that are in direct competition to the existing businesses within the City of Liberty Lake Central Business District, as determined by the City of Liberty Lake.

Saturday Vendor / Display Booths will be required to:

- Set up their booths between 8:00am and 11:00am, before the Pavillion Park events begin. Vehicular access to booth areas will be unavailable between 10:00am and 5:00pm. Vehicles are only permitted in designated areas.
- Leave their booths set up until after the Pavillion Park events end at 5:00pm.
- Provide a trash receptacle if selling food or drink products.
- Provide their own tables, chairs, canopies, extension cords, etc.

Compliance with applicable ordinances, taxes, and laws is the responsibility of the applicant.

- A Spokane Regional Health District permit may be required if food will be cooked or served
- A current City of Liberty Lake Business License is required for selling products/services at the event (including independent dealers/consultants).
 - Non Profit enterprises are exempt. Additionally, the casual sale of items of personal property where the Person conducting such sale is not regularly engaged in the business of selling items of personal property is also exempt.

Example list of prohibited items:

Firearms, alcohol, weapons (packaged kitchen knives are allowed), tobacco products, obscene or provocative items, replica/fake-branded items, other items as determined by the City.

Liberty Lake Days 2012 Special Event Permit Applications must be submitted to the City of Liberty Lake no later than Thursday, May 31, 2012 and must be accompanied by the required booth fee. Applicants will be notified of approval or disapproval after the application has been submitted and reviewed.

Applications may be submitted in person or mailed to City Hall.

City of Liberty Lake Recreation Services
Attn: Liberty Lake Days Coordinator
22710 E. Country Vista Drive
Liberty Lake, WA 99019
Fax: (509) 755-6713
Email: mgriffin@libertylakewa.gov

For questions, please contact Recreation Services at (509) 755-6726 or Amanda Tainio at (509) 755-6708.

PRE REGISTRATION DEADLINE: MARCH 30, 2012 – 5PM

GENERAL REGISTRATION DEADLINE: MAY 31, 2012 – 5PM

PERMIT FEES:

<i>Category</i>	<i>Friday Permit</i>	<i>Saturday Permit</i>
Non-Profit Organizations / Charities	\$0	\$0
Businesses Located w/in the City of Liberty Lake	\$10.00	\$25.00
All Other Businesses or Groups	\$35.00	\$50.00

Anyone choosing to provide a cash or gift card donation of \$50.00 or more will have their booth fee waived and will be listed as a sponsor for the event



CITY OF LIBERTY LAKE RECREATION SERVICES SPECIAL EVENT PERMIT APPLICATION

22710 E Country Vista Drive, Liberty Lake, WA 99019 (509) 755-6726 Fax: (509) 755-6713

For Office Use Only

Received

Permit Number

Applicant Name: (must be 21+ years old) Last: _____ First: _____

Company / Organization: _____

Mailing Address _____ City _____ State _____ Zip Code _____

Home Phone _____ Work Phone _____ Cell Phone _____

Email Address _____

Event & Booth Information - Friday, July 27th

Date Requested: Friday, July 27, 2012 **Time Requested:** 4:00pm to 10:00pm
(Includes setup/teardown)

Event Name: Liberty Lake Days - Car Show & Street Dance **Event Location:** Downtown Liberty Lake - Liberty Lake Rd.

Number of people expected: 750+ **Friday Night Booth Request** (please circle one): YES NO

Please answer the following questions with as much detail as possible about your vendor / display booth:

Type of Booth: ☐ N/A ☐ Selling Food / Beverages ☐ Selling Products ☐ Selling Services ☐ Display Only

Please list all types of products/services you will be selling / displaying: _____

Please list any games/activities/drawings: _____

Will you be using a canopy or tent? _____

Will you be using a "quiet" generator? _____

Other Considerations: _____

Event & Booth Information - Saturday, July 28th

Date Requested: Saturday, July 28, 2012

Time Requested: 8:00am to 6:00pm

(Includes setup/teardown)

Event Name: Liberty Lake Days - Pavillion Park

Event Location: Pavillion Park

Number of people expected: 1500+

Saturday Booth Request (please circle one): YES NO

Please answer the following questions with as much detail as possible about your vendor / display booth:

Type of Booth: ☐ N/A ☐ Selling Food / Beverages ☐ Selling Products ☐ Selling Services ☐ Display Only

Please list all types of products/services you will be selling / displaying: _____

Please list any games/activities/drawings (also see carnival game operation below): _____

Will you be using a canopy or tent? _____

Other Considerations: _____

Electricity (Saturday Only)

Electricity is available on a first come first serve basis to a limited number of booths. Each booth requesting electricity will have access to 1 - 110v outlet plug, unless 220v is required to run your booth. Due to the amount of electricity needed for this event, we are unable to provide any more outlets (no splitters). Please provide your own 50' extension cord.

Would you like an electrical outlet? ☐ Yes ☐ No

Please circle one: N/A 110v 220v (limited food service booths only)

Prize / Supply / Activity Donations & Saturday Carnival Game Operation

Please check what your business or service organization would like to sponsor. A list of sponsors for Liberty Lake Days 2012 will be posted at the event and on the City website.

Free carnival games and contests will be part of the Saturday portion of the event, and participants will receive tickets to redeem for prizes at the prize booth. The City relies on the business community and service organizations to operate the carnival games for this popular family event which also provides great community exposure for you. We also rely on donations to help support this event. The more donations we receive, the better the prizes and activities we will be able to provide. We thank you for any contribution you are able to make.

☐ Carnival Game Operation w/ Booth - 11am - 5pm, Saturday, July 28th at Pavillion Park

It is recommended that at least 2 people operate booths with carnival games and supplies will be provided by the City (please identify your 1st, 2nd, & 3rd choices for carnival game operation and the City will contact you to review your selections after your application has been received):

- _____ Ball Darts
- _____ Basketball Free Throw
- _____ Bean Bag Toss
- _____ Bingo
- _____ Bowling
- _____ Duck Pond
- _____ Fishing
- _____ Football Throw
- _____ Golf Put
- _____ Horseshoes
- _____ Milk Bottle
- _____ Musical Chairs
- _____ Ring Toss
- _____ Water Gun

☐ **Prize / Supply / Activity Donations**

If you would like to make a small monetary donation that will be utilized to help fund the activities and purchase prizes / supplies, please indicate below *(anyone choosing to provide a cash or gift card donation of \$50.00 or more will have their booth fee waived and will be listed as a sponsor for the event)*:

- ☐ Yes Amount: _____ (please submit check with this application)
- ☐ No thank you

To simplify operation and congestion at the prize booth, monetary donations to purchase prizes are preferred over specific prize donations; however any contribution that can be made is greatly appreciated. Items such as cakes for the cake walk are also needed. If there is a specific item you would like to donate, please list below and you will be contacted for more information:

I have reviewed the City of Liberty Lake Ordinances 115 & 142 and agree to abide by the terms listed. I understand that it is my responsibility to post required permits at my event, and abide by the requirements of my special event permit. I assume responsibility for any damage caused or any excessive clean up needed. I hereby make application to the City of Liberty Lake for use of City facilities and certify the information given in this application and supporting material is correct. The applicant/ organization agrees to indemnify, defend, and save harmless the City or its officers, agents, employees, alleging damage or injury arising out of the subject matter of this Agreement; provided, however, that such provision shall not apply to the extent that damage or injury results from the sole fault of the City or its officers, agents, or employees.

Signature of applicant: _____ Date: _____

For Office Use Only:

APPROVED	
Date:	

DENIED	
Date:	

If denied, reason:

This Special Event Permit Application was reviewed by:

City Staff Signature: _____ Date: _____